

27 March 1952

MEMORANDUM FOR: Chief, Finance Division

STATINTL ATTN: [REDACTED]

SUBJECT: Statistical Control of Contract Personnel

1. Reference is made to recent conversations between representatives of the Finance Division and members of this staff.

2. In order to keep these two offices mutually advised on matters pertinent to their respective functions, it is my understanding that the following information on a current and continuing basis will be exchanged between the Finance Division and the Special Contracting Officer:

- a. Notices of termination
- b. Changes in pseudonym
- c. Contract amendments, changes, extensions or any other change which will affect in any way the terms of the original contract
- d. Current information on all contracts consummated in the field
- e. Correct pseudonym in the event the contract may have originally been written in true name
- f. Transfers between Divisions
- g. Transfers from one project to another
- h. All payments requested against expired contracts

3. It is requested that you brief appropriate personnel in the Finance Division and that this information be made available to the Special Contracting Officer on a continuing basis as it may occur.

4. The Special Contracting Officer is currently furnishing the Finance Division with original or copies of all contracts, agreements, amendments, terminations or memoranda in lieu thereof which come to his attention. This practice will be continued. Also, on a monthly basis, he is advising your division as to which contractual commitments are due to expire.

5. This exchange of information will, I am sure, prove mutually beneficial.

STATINTL [REDACTED]

STATINTL [REDACTED]

Chief, Administrative  
Staff (Special)